



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

15-129

VACANCY ANNOUNCEMENT - RIYADH

7/27/2015

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	HOUSING WORK CONTROL CLERK, FSN-6 POSITION NUMBER: 100705
OPEN DATE	MONDAY, JULY 27, 2015
CLOSING DATE	MONDAY, AUGUST 10, 2015 @ 1700 HRS (local Saudi time)
HOURS	FULL TIME - 40 HOURS/ WEEK
SALARY	<p>* ORDINARILY RESIDENT: POSITION GRADE FSN-6, SR 70,329 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</p> <p>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-8, US\$ 36,353 PER YEAR -- SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM -- FINAL HIRING SALARY DETERMINATION WILL BE APPROVED BY WASHINGTON. --U.S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY</p>

NOTE:

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.
- ELIGIBLE FAMILY MEMBERS (EFMs): INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT TO RECEIVE CONSIDERATION BECAUSE OF THE URGENT REQUIREMENT TO FILL THIS POSITION.
- EFMs MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR SPONSORING EMPLOYEE'S TOUR OF DUTY FROM THE EFM'S HIRING DATE.

- **CURRENTLY EMPLOYED U.S. CITIZEN EFMS WHO HOLD A FAMILY MEMBER APPOINTMENT (FMA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90 CALENDAR DAYS OF THAT APPOINTMENT.**
- **CURRENTLY EMPLOYED NORS HIRED UNDER A PERSONAL SERVICES AGREEMENT (PSA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90 CALENDAR DAYS OF THAT APPOINTMENT UNLESS CURRENTLY HIRED INTO A POSITION WITH A WHEN ACTUALLY EMPLOYED (WAE) WORK SCHEDULE.**
- **CURRENT LE STAFF EMPLOYEES OF THE MISSION APPLYING FOR VACANT POSITION ANNOUNCEMENTS MUST HAVE SERVED A MINIMUM OF TWELVE (12) MONTHS IN THEIR CURRENT POSITION IN ORDER TO BE CONSIDERED FOR ANY VACANT POSITION.**

BASIC FUNCTION OF THE POSITION

The incumbent provides expertise and skills necessary to perform duties as a Housing Work Control Clerk processing and maintaining records of activities of the Facility Management Housing section. The incumbent manages records for the U.S. Embassy Facility Management (FAC) Housing Section's existing residential property portfolio, consisting of 200 plus residences including single family residences, three apartment buildings and the Ambassador and Deputy Ambassador's residences.

MAJOR DUTIES AND RESPONSIBILITIES

1. Process housing work orders in the Global Maintenance Management System (GMMS). Manages housing data in GMMS and prepares housing reports for FAC office staff. Approves work orders as directed by the Facility Manager or Housing Engineer. Issues work orders to the landlord maintenance teams. Assists the Housing Maintenance Supervisor with tracking work status and requesting more information from work to clarify needs. Schedules appointments with the landlord maintenance team, tenant, and housing escort. (50%)
2. Serves as the Housing Customer Service Representative. Is the principle contact for tenants regarding housing. Prepares housing work order requests as requested by FAC staff and embassy employees and family members. Answer inquiries on work order status. Assists customers with housing maintenance needs and directing customers to the correct sources for non-maintenance needs related to housing. Follows up on work requests to verify the work has been completed and to the satisfaction of the customer. Is the FAC point of contact for temporary duty quarters managers. (20%)
3. Manages document control and communication between FAC Housing and the General Service Office's housing section. Drafts letters and notices to landlords. Schedules appointments with landlords and follows up on communications with landlords. Maintains FAC Housing records and resources including electronic files, work order records, housing make-ready inspection records and key inventory. Works with the Assistant Post Occupational Safety Officer (APOSHO) and the Maintenance Supervisor (MS) to manage housing safety inspection and certification documents. (20%)
4. Acts as backup Work Control Clerk when required and performs other duties as assigned including escorting. (10%)

REQUIRED QUALIFICATIONS

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Education:** Completion of secondary education is required.
2. **Experience:** Two (2) years office administration experience or experience in the trade environment involving clerical and computer skills in the maintenance field is required.
3. **Language Requirements:** English Level III (Good working knowledge- speaking, reading & writing) and Arabic level II (Limited working knowledge- speaking, reading & writing) required. Skills will be tested.
4. **Job Knowledge:** Familiarity with building trades.
5. **Skills & Abilities:** Excellent MS Office, communication and organization skills.

TO APPLY

Interested applicants for this position **must** submit the following and incomplete applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi or GCC identity card or iqama card / work permit.
5. Any other documentation (e.g. copy of essays, educational certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

Note:

Please use the following subject line and format in your email. Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

EMAIL SUBJECT: Riyadh-VA15-129-HOUSING WORK CONTROL CLERK

**SUBMIT THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF
FORMAT TO EMAIL ADDRESS (MULTIPLE FILES WILL NOT BE CONSIDERED):**

HRORIYADH@STATE.GOV

SELECTION PROCESS

Qualified U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidate.

2. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. EFMs must have at least one year remaining on their sponsoring employee's tour of duty from the EFM's hiring date.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
6. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

DEFINITIONS*

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or s-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or s-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: MONDAY, AUGUST 10, 2015
@ 1700 HRS (local Saudi time)**

The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to

achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.
